



**Governor's Traffic Safety Advisory Commission
Michigan Traffic Incident Management (TIM) Action Team
Meeting Minutes
December 5, 2014
9:30 AM
MDOT Horatio Earle Learning Center**

Attendance	
Name	Agency
Terry Adams	Adam's Towing
Oladayo Akinyemi	Michigan Department of Transportation
Allan Avery	Michigan State Police
Richard Beaubien	Beaubien Engineering
Scott Bucek	Federal Highway Administration
Carl Hein	Ann Arbor Fire Department
Morris Hoevel	Federal Highway Administration
Angie Kremer	Michigan Department of Transportation
Kevin Lucidi	Michigan State Police
Richard Marinucci	Northville Township Fire Department
Gary Megge	Michigan State Police
Dawn Miller	Michigan Department of Transportation
Lyn Nelson	Marquette Alger Co EMS Med Control Authority, MGH Police & Fire
Tom Schmiedeknecht	Pro Med

Agenda Item: TIM Action Team Meeting Schedule for 2015
Discussion:
<ul style="list-style-type: none"> • Meetings take place 2nd Wednesday of the even number months. • Continue meeting every other month starting with February 2015. • Appointments have been sent out for 2015 meetings • Continue to include webinar and teleconference options. • Maintain meeting location at MDOT Horatio Earle Learning Center.
Action:
Evaluate meeting schedule in June 2015 to determine change to quarterly meetings.

Agenda Item: SHRP2/Mi-TIME Train-the-Trainer(TtT) Program in Michigan
Discussion:
<ul style="list-style-type: none"> • Mi-TIME lane designation <ul style="list-style-type: none"> ✓ Training modules indicate use numbering or "Right, Right Center, Center, Left Center, Left". ✓ Discussion on lane designation • Date of last Mi-TIME TtT session <ul style="list-style-type: none"> ✓ After late March 2015, conduct survey of recommended candidates for date
Action:
<p>Angie will send an email asking the Trainer preference for lane designation "Right, Right Center, Center, Left Center, Left" as or numbering.</p> <p>Conduct survey from TtT candidates for date of last Mi-TIME TtT session.</p>

Agenda Item: TIM Action Plan 2013-2016

Discussion:

- Updated report of 2014 TIM Action Team accomplishments.
- Link to report:
http://www.michigan.gov/documents/msp/Traffic_Incident_Management_Action_Plan_Final_Review_09272013_436345_7.pdf
- Promote and educate the use of high-visibility apparel for first responders:
 - ✓ Surveys are out and collecting policies to create toolbox
 - ✓ Angie Kremer on team for training module development on firstresponder.com
 - ✓ The Michigan Fire Fighter Training Council has approved the Mi-TIME Training; once have enough Mi-TIME instructors, Mi-TIME Training can request to be included in the Fire I and II training.
 - ✓ Grand Valley has incorporated the Mi-TIME 4 hour training in their academy.
 - ✓ MSP will possibly incorporate training into their academy and would be a part of Traffic Reconstruction
 - ✓ Need to develop article on requirements of high visibility
- Coordinate traffic incident response between all responders
 - ✓ Implemented plan for the Federal Highway Administration (FHWA) SHRP 2 TIM TtT Program/Mi-TIME: 3 Train-the-Trainer sessions to date (one more in 2015 to be scheduled); 128 instructors trained; 2 training coordinators: Gilbert Solis & Russ Nowiski; Michigan is only state to give training kits to trainers
 - ✓ Vendor offering Mi-TIME discounts for TIM equipment
 - ✓ Only small percent of trained instructors are training (2 yr. instructor commitment of 16 hrs. training/yr.); 371 first responders trained
 - ✓ Angie & Mike conducted an 8 hr Mi-TIME session at UP EMS Expo
 - ✓ Tom Schmiedeknecht suggested 4 hr TIM session at 2015 EMS conference in Traverse City
 - ✓ Offer session at Southeastern Michigan Association of Fire Chiefs (SMAFC) conference February 27-28, 2015 during lunch. Contact Mike O'Brien (Brighton FD) & Susie Carter.
 - ✓ Exhibit booth to champion TIM at Fire EXPO April 1, 2015 10am-3pm
 - ✓ Offer TIM training at Michigan Association of Chiefs of Police (MACP) and Michigan Sheriffs' Association (MSA) conferences
 - ✓ Development of guidelines & templates for After Action Reviews
 - ✓ Creating video: "Who's in Charge in Michigan?"; want representatives from all agencies.
- Conduct training in traffic incident management for all stakeholder groups
 - ✓ Provide training information on new secondary crash fields for integration with MSP UD-10 training by December 2015. Task discussed with Tpr Scott Carlson about incorporation into new online training for law enforcement. No current way to track responder struck outside of vehicle. Future recommendation to UD-10.
 - ✓ Approved for 1 breakout session on TIM at the 2015 Traffic Safety Summit: "Resources for First Responders" – Angie Kremer & Rich Marinucci, speakers
 - ✓ Approval from OHSP for pre-conference Mi-TIME training; TIM team request the training is noted on Traffic Safety Summit agenda & materials.
 - ✓ Want to give Emergency Management a TIM kit for use in Table Top Exercises

Agenda Item: TIM Action Plan 2013-2016 (continued)**Discussion:**

- Provide public education on safe, quick clearance and vehicle removal laws
 - ✓ Angie Kremer proposed research project to measure public awareness of Steer It, Clear It Law. The research project would Safe Quick Clearance in Michigan, Phase II
 - ✓ Hold Harmless Law has passed, effective January 7th; now need to inform agencies
 - ✓ Article on Steer It, Clear It Law for insurance publication
 - ✓ Open Houses present opportunity to distribute brochures on Steer It, Clear It
 - ✓ Training and equipment to meet objectives of TIM with respect to Steer It, Clear It.
 - ✓ Robotic total stations & site investigation locations helping MSP toward safe, quick clearance of traffic incidents.
 - ✓ MaxLife equipment helping EMS toward safe quick clearance of incident.

Action:

Angie Kremer will have co-op students at MDOT check media articles for compliance with high visibility apparel requirements for all “workers” at traffic incidents. Work on development of article for newsletters about requirements of high visibility apparel. Need to fill out form for Federal Highway Administration (FHWA) SHRP 2 TIM TtT Program/Mi-TIME implementation plan. Angie will send vendor information about discounted TIM equipment for Mi-TIME. Jim Flegel wants to have more sessions to train first responders after January 1, 2015. Review guidelines & templates for After Action Reviews and post on Mi-TIME website. Allan Avery will head up team organization for video creation. Formal feedback needed to Tpr. Carlson about new secondary crash fields on new crash report. Give Emergency Management a TIM kit to use in Table Top Exercises. Angie Kremer will contact insurance association about Steer It, Clear It Law. Carl Hein will work on Steer It, Clear It information for fire house open houses that take place in October. Team will share feedback on observed benefits of Hold Harmless Law. Kevin Lucidi will send site investigation locations to Angie Kremer.

Agenda Item: FHWA Request: Obtain Percent of All State Responders Going to Scene and Percent of On Scene Responders that are Trained**Discussion:**

- Method for obtaining accurate count for each discipline

Action:

Lyn Nelson will get number of EMS responders by region.

Agenda Item: ITS World Congress Emergency Responder Day: Draft Video**Discussion:**

- Viewed video that is in final editing stages. Video will be linked on the Mi-TIME website when released.

Action:

Provide video for viewing at next ITS Transportation Coordinating Committee Meeting.

Future Meeting Dates

Next meeting at MDOT Horatio Earle Learning Center on February 4, 2015 from 9:30-11:30 AM.